



Quileute Tribal School District

P.O. Box 39
La Push, WA 98350

360-374-5648, FAX 360-374-9608



Mission of Quileute Tribal School: Our students will gain and retain knowledge and skills necessary to make them responsible, productive, citizens. They will develop problem solving skills, communication skills, and self-sufficiency skills that will allow them to interact at all levels of society. They will protect, preserve, and enhance the Quileute Language and culture for future generation.

Classified Employment Application

PERSONAL INFORMATION:

Last Name, First, Middle	Date of Application:
Mailing Address	Social Security No.:
City, State, Zip	Have you worked for the Quileute Tribe or the Quileute Tribal School previously? If yes, in what position(s)?
Contact No.: Home _____ Cell _____ Work _____	

Are you legally authorized to work in the U.S.? Yes No

APPLYING FOR:

<input type="checkbox"/> After School Program <input type="checkbox"/> Grounds/Maintenance <input type="checkbox"/> Food Services <input type="checkbox"/> Secretary/Clerical <input type="checkbox"/> Bus Driver <input type="checkbox"/> Custodian <input type="checkbox"/> Para Educator - must have 2 years of college, an AA, or pass state or local assessment. Transcripts are required for college courses. Please indicate if you have taken the ETS test. <input type="checkbox"/> Yes <input type="checkbox"/> No	Work Preference: <input type="checkbox"/> 12 Month <input type="checkbox"/> Substitute <input type="checkbox"/> 9 Month <input type="checkbox"/> Temporary
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INSTRUCTIONS: A completed application is required of all candidates for employment. If employed, the application form will become part of the permanent employment record.

Applications are kept on file for one calendar year. Renewal of applications will be made upon the request of the applicant. Applications will be destroyed after one year unless renewed. A completed application must be received by the District no later than the closing date on the job posting announcement.

An application is not considered complete unless the following are included: cover letter; a minimum of 3 professional reference forms; Applicant Disclosure Statement; and, a Washington Sexual Misconduct Release (only required if you have been employed by a school district). Incomplete applications will not be considered. Contact the Administration Office at 360-374-5609 if you have any questions.

Federal and/or state criminal history fingerprinting background checks and a clean drug screen will be required of all candidates. Any offer of employment is conditional and subject to an acceptable outcome of a criminal history background check and a clean drug screen. While marijuana is legal in Washington State, it is illegal in Quileute Tribal School.

I have read and understand the above statements. _____
Signature Date

Equal Opportunity Employer

EMPLOYMENT HISTORY (List most recent first and add pages if necessary):

Job Title:	Date Employed - Month and Year From: _____ To: _____
Employer:	Type of Business: _____ Hourly or Annual Pay Start: _____ Ending: _____
Address:	Supervisor's Phone Number ()
Name and Title of Immediate Supervisor:	May we contact your supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:	
Reason for Leaving:	

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Employer:	Type of Business: _____ Hourly or Annual Pay Start: _____ Ending: _____
Address:	Supervisor's Phone Number ()
Name and Title of Immediate Supervisor:	May we contact your supervisor for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No
Description of Duties:	
Reason for Leaving:	

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Description of Duties:	
Reason for Leaving:	

SKILLS AND ABILITIES:				
	Years of Experience (check appropriate box)			
	1-3	4-6	7-10	10+
Food Service:				
Cook				
Cook's Assistant				
Business Office:				
Accounting				
Business English/Letter Composition				
Calculator – 10 Key				
Filing/Organizing				
Computer				
Microsoft Word				
Excel				
Power Point				
Maximo				
NASIS				
Skyward				
Custodial/Maintenance:				
Boiler				
Carpenter				
Cement work				
Custodian				
Electrician				
Floor finisher/carpet layer				
Glazier				
Groundskeeper/Landscaper				
Heating/Cooling				
Mechanic (Bus/Car)				
Welder				
Painter				
Plumber				
Roofer				
Small engine repair				
Warehouseman				
Technology:				
Computer maintenance				
Computer repair				
Network specialist				
Transportation:				
Mechanic				
Bus Driver				

Driver's License No: _____ Expiration: _____ Endorsements: _____

EDUCATION AND TRAINING: Must provide a copy of high school diploma (Add page if needed)				
	Name of School	Location	Dates Attended	Diploma/Degree
High School				
College/University				
Technical/Vocational				

Professional License or Certificate:
Describe any special training or skills:

PERSONAL REFERENCES:	
List 3 personal references that are not related to you and are not previous employers.	
Name:	Phone No.
Position Title:	Company Name:
Name:	Phone No.
Position Title:	Company Name:
Name:	Phone No.
Position Title:	Company Name:

APPLICANT'S STATEMENT:

If offered a position with the Quileute Tribal School, the Federal Immigrations and Nationality Act requires verification of your identity and authorization to work before employment commences. Pursuant to RCW Chapter 43.43, as amended, the Indian Child Protection and Family Violence Prevention Act (Public Law 101-630), 25 CFR §63 – Implementation of Public Law 101-630, and the Crime Control Act – Subchapter V – Child Care Worker Employee Background Checks (Public Law 101-647), you will be required to complete a disclosure form indicating whether you have been convicted of crimes against persons listed in the statute. A criminal conviction history check, based on fingerprints, will also be requested from the Washington State Patrol and Federal Bureau of Investigation. Employment will be conditional upon the school's receipt of a conviction history record that is clear of any convictions, adjudications, protective orders, final decisions or criminal charges listed in legal references listed above.

In connection with my application for employment, I give the Quileute Tribal School permission to call all past employers and references listed on this application relevant to the Quileute Tribal School concerning my past employment, including information about my job performance.

I authorize Quileute Tribal School to make any investigation of any personal, educational, vocational or employment history and further authorize any former employer, person, firm, corporation, educational or vocational institution, or government agency to provide such information to the Quileute Tribal School. I release the Quileute Tribal School and those who provide information from any and all liability as a result of furnishing and receiving this information. I further agree that if I am employed, I will provide verification of my certification, education, and experience. I also agree that falsification of any part of this application, including any accompanying inserts, shall be sufficient cause for dismissal. References and personal information that become part of this application shall be regarded as confidential and shall not be revealed to me.

Signature of Applicant

Date

Except as provided in the Indian Preference Act (Title 25, U.S. Code section 472 and 473), the Quileute Tribal School does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender expression, gender identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination: Title IX/RCW 28A.A640 and Section 504, Anita Baisley (360-374-5602); and Compliance Coordinator for Federal, State, and Tribal Law, Dr. Mark Jacobson (360-374-5609) at 40 Ocean Drive, La Push, WA 98350.

Equal Opportunity Employer